

# Vacancy

Position	Duties	Requirements	Salary	Working location	No. of Vacancy	Application email
Assistant Human Resources Officer	<ul style="list-style-type: none"> <li>- Perform a full spectrum of HR functions including but not limited to recruitment &amp; selection, payroll administration, compensation, labour cases, employee relations, group medical and life insurance, etc.</li> <li>- Compile regular HR related statistics and reports for management review</li> <li>- Maintain employee data in HRIS and ensure all records are up-to-date and accurate</li> <li>- Participate in ad-hoc projects as assigned</li> </ul>	<ul style="list-style-type: none"> <li>- Major in HRM would be an advantage</li> <li>- Well-versed with Employment Ordinance and HR practice</li> <li>- Analytical, innovative and able to change at fast pace</li> <li>- Independent, presentable, well-organized with positive working attitude</li> <li>- Strong sense of ownership, result-oriented and ability to handle multi-tasks</li> </ul>		Lai Chi Kok	2	recruit-hrd@midland.com.hk
Programmer	<ul style="list-style-type: none"> <li>- Responsible for several web development / enhancement projects</li> <li>- Participate in the entire Software Development Life Cycle, including system design, analysis, programming, testing, deployment and application support</li> <li>- Assist team leader in improving and enhancing the development and support process</li> <li>- Plan, configure and optimize the business applications performance</li> </ul>	<ul style="list-style-type: none"> <li>- Major in Computer, Electronic Engineering or relevant disciplines</li> <li>- Hardworking with excellent customer service and communication skills</li> </ul>			5	recruit-dmd@midland.com.hk
Assistant Surveyor	<ul style="list-style-type: none"> <li>- Participate in property valuations, feasibility studies and consultancy services</li> <li>- Conduct market research &amp; analysis for the property market</li> <li>- Advise on land &amp; town planning matters and government policy issues on land &amp; properties</li> <li>- Handle marketing proposals &amp; prepare materials for presentations</li> <li>- Assistant in expanding business opportunities</li> </ul>	<ul style="list-style-type: none"> <li>- Major in Surveying / Real Estate</li> <li>- Presentable, good communication skill, self-motivated and strong marketing sense</li> </ul>		Central / Tsim Sha Tsui	3	recruit-syr@midland.com.hk
Administrative Assistant	<ul style="list-style-type: none"> <li>- Data entry</li> <li>- Provide general clerical support</li> <li>- Perform ad hoc duties as assigned</li> <li>- Outdoor work required</li> </ul>	<ul style="list-style-type: none"> <li>- Proficiency in MS office &amp; Excel</li> <li>- Independent, responsible, multi-tasking, well-organized, good interpersonal skills &amp; telephone manner</li> </ul>		Lai Chi Kok	5	recruit@midland.com.hk

Sales and Marketing Executive	<ul style="list-style-type: none"> <li>- Proposal writing for investment projects</li> <li>- Make outbound calls for collecting information</li> <li>- Co-ordinate the production and distribution of periodical publication and advertisement</li> <li>- Assist ad hoc projects assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>- Familiar with Microsoft applications (MS office, Chinese word processing), knowledge of Photoshop and other design software will be an advantage</li> <li>- Good command of written and spoken English and Cantonese</li> <li>- Self-motivated, proactive and pleasant</li> </ul>	Salary Negotiable	Cheung Sha Wan / Tsim Sha Tsui	2	recruit@midlandici.com.hk
Accounts Clerk	<ul style="list-style-type: none"> <li>- Handle commission calculation for frontline staff</li> <li>- Handle Accounts Receivable and Bank Reconciliations duties</li> <li>- Assist in preparing management reports</li> <li>- Handle general accounting and clerical duties</li> <li>- Responsible for other ad hoc assignment</li> </ul>	<ul style="list-style-type: none"> <li>- LCCI Level 2 or above</li> <li>- Proficient in personal computer operation and Microsoft Office applications</li> <li>- Able to work independently and under pressure</li> <li>Immediate available is preferred</li> </ul>		Cheung Sha Wan	2	recruit-fin@midland.com.hk
Assistant Engineer	<ul style="list-style-type: none"> <li>- Provide on-site service support and perform administration tasks</li> <li>- Investigate, troubleshoot, isolate technical problems including hardware and software</li> <li>- Work with Senior IT staff to integrate and continually improve operations program/project management methods and practices</li> <li>- Install new hardware and software, antivirus protection</li> <li>- Fix network faults, and provide technical support on servers, desktop, applications and systems</li> </ul>	<ul style="list-style-type: none"> <li>- Major in Mechanical /Electrical Engineering or equivalent</li> <li>- Ability to work under pressure and multiple tasks</li> <li>Able to work independently and as a team player</li> </ul>		Lai Chi Kok	2	recruit-it@midland.com.hk
Assistant Network Administrator	<ul style="list-style-type: none"> <li>- Monitor and maintain servers, backup, networks and network performance, including availability, utilization, throughput, goodput and latency</li> <li>- Manage store and computer room</li> <li>- Set up user accounts, permissions and passwords</li> <li>- Work on shift and public holiday is required</li> </ul>	<ul style="list-style-type: none"> <li>- Major in Computer Science or related</li> <li>- Hand-on experience in Microsoft Windows XP/2003/2008, Linux, VM product</li> <li>- Equip technical knowledge in Networking, routing and switching</li> <li>- Knowledge in Cisco IP phone/Azure/AWS will be an advantage</li> <li>- Knowledge in HTML, XML, VB script will be an advantage</li> </ul>		Lai Chi Kok	2	recruit-it@midland.com.hk
Training Assistant	<ul style="list-style-type: none"> <li>- Provide logistics and administrative support to the team, including training course enrollment, training venue set up and training schedule arrangement etc</li> <li>- Responsible for updating and maintaining training database</li> <li>- Prepare and consolidate training reports for management review</li> <li>- Perform ad-hoc administrative assignments and projects as required</li> </ul>	<ul style="list-style-type: none"> <li>- Proficiency in MS. Office and Chinese Word Processing is a MUST</li> <li>- Good telephone manner and communication skill</li> <li>- Self-motivated, quick response, able to work independently and under pressure</li> </ul>		Lai Chi Kok	2	recruit-trn@midland.com.hk

Assistant Officer (Operations Control)	<ul style="list-style-type: none"> <li>- Monitor and supervise several branch administrative assistants to ensure company policies and procedure are in force</li> <li>- Execute regular branch visiting in order to monitor the work efficiency of frontline operations</li> <li>- Maintain close communication between backend and frontline staff</li> <li>Ensure daily administrative support for frontline operations are in compliance with company requirements</li> <li>- Prepare regular report for management review</li> <li>- Assign in promotion activities and handle complaint</li> <li>- Assist in ad-hoc projects as assigned</li> </ul>	<ul style="list-style-type: none"> <li>- Responsible and self-motivated person with good communication and coordinating skills</li> <li>- Able to work outdoor and independently</li> <li>- Good command of written and spoken English and Chinese</li> <li>- Strong PC skills in using Excel, PowerPoint and Chinese Word Processing</li> </ul>		Lai Chi Kok	3	recruit-amd@midland.com.hk
Property Consultant	<ul style="list-style-type: none"> <li>- Provide professional service and investment advice on luxury residential real estate market to company/ individual upper class customers</li> <li>- Collect most updated information of property transactions/ market trend</li> <li>- Engage in marketing and promotion activities/ events</li> <li>- Develop future business opportunities and establish long-term relationship with customers</li> </ul>	<ul style="list-style-type: none"> <li>- Degree holder in any disciplines</li> <li>- Willing to learn, energetic and proactive with strong communication skill</li> <li>- With sales experience is preferred</li> </ul>		N/A	5	recruit@midland.com.hk
Assistant (Search Information)	<ul style="list-style-type: none"> <li>- Responsible for information search application and general phone enquiries</li> <li>- Prepare reports and statistics for management review</li> <li>- On-shift and need to work on Saturday or Sunday</li> <li>- Outdoor work is required</li> </ul>	<ul style="list-style-type: none"> <li>- Good at English and Chinese typing (Chinese typing at least 20 wpm or above)</li> <li>- Strong PC skills in using Words, Excel, PowerPoint</li> <li>- Proficient in photoshop is preferable</li> <li>- Strong coordination and communication skills</li> </ul>		Lai Chi Kok	2	recruit-pid@midland.com.hk